

## MAINE EMS EDUCATION COMMITTEE MINUTES

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Date: Wednesday, October 11, 2000, Maine EMS Office, Augusta, Maine  
Members Present: D. Palladino, P. Marcolini (Chairman), B. Davis, S. Shapleigh, P. Plumer, G. Miller, K. Pomelow  
Maine EMS Staff: D. Corning, D. White, B. Montejó  
Guests:  
Absent: J. Brinkman, J. Partridge, C. Boehm, B. Zito, P. Conley, D. Robishaw, B. Demchak, L. Delano, L. Worden, J. Caron,  
D. Gilman, S. Shapleigh  
Timekeeper: S. Shapleigh  
Meeting opened at: 9:03 AM

TOPIC	DISCUSSION/ACTIONS TAKEN	FUTURE ACTION
Additions to Agenda	There were no additions to the agenda	
Ratification of Minutes	It was noted that since Geoff Miller was not present at the September meeting he had probably not made the motion to accept the July minutes. September minutes should reflect that the motion to accept the July minutes was made by D. Palladino, seconded S. Shapleigh. <b>Motion: To accept the September minutes with one correction. (Palladino/Plumer) Passed</b>	✓ <b>Dwight</b> - Distribute as appropriate
Staff Report	The Operations Team held a day long retreat and established a list of 37 “projects”, divided into short, medium, and long term time frames. They further “fleshed out” the term list and Jay Bradshaw and Joanne LeBrun will be meeting to establish a priority list of the short term projects.	✓ No action items necessary
I/C Program	An updated flowchart was distributed which incorporated changes made at the last month’s meeting. (Flowchart for Lead Instructor dated 10/05/00, flowchart for Associate Instructor dated 9/12/00)  Discussion began on the certification process, and whether or not any additional requirements were necessary beyond what appears in Chapter 11 of the Maine EMS Rules (Standards and procedures for refusing to issue, or renew, a license, and for modifying, suspending, and or revoking a license). Three topics came up, which are as follows: 1) Sexual Harassment of a student by an instructor	✓ <b>Drexell</b> - Contact our AG to discuss the 3 items raised by the committee.  ✓ <b>Bruce Davis</b> - bring a copy of the KVTC Faculty Handbook to the November meeting.

- 2) Instructor developing a personal relationship with a student
- 3) Instructor requiring a student to do certain tasks which may gain them favorable treatment.

Drexell will discuss this list of items with our AG to get her guidance.. Bruce Davis will bring the KVTC Faculty Handbook to our next meeting so we can see what KVTC use for a “Code of Conduct” for instructors.

It was determined that once the final draft of the I/C document is completed, it will be out to all I/C’s for review and feedback. A brief survey form will be developed which include asking which region the I/C is from, and how many courses they have taught in past 3 years.

The committee then discussed “What is a MEMS approved professional development course?” In the previous Education Committee meeting it was determined that 6 hours the required 24 hours of CEH could be obtained by teaching in a licensure class. This further clarified that we will grant hour for hour CEH’s for teaching in a class leading to licensure or in a refresher class (6 hours of instruction will provide 6 CEH’s). Credit will not be awarded for teaching in CEH classes. To get credit for these hours the I/C will need a letter from the region documenting the number of hours taught in a licensure or refresher course by the I/C. Out of state programs will be reviewed by MEMS on a case by case basis. Instructor classes in ACLS, PHTLS, AVOC, AMLS, NALS, etc. as well as MEMS approved programs in topics such as Power Point, classroom presentation technology, learning style workshops, adult learner workshops, instructional methodology programs, conflict resolutions, etc will be approved hour for hour.

What types of classes will NOT meet I/C CEH requirements? Provider level education programs will not meet I/C CEH requirements.

The committee then began a discussion of the Associate I/C level requirements, but determined that since that level does not actually allow an instructor to do anything beyond what a non-I/C can do, that it probably was not necessary to try to develop this level, which would also require developing a new Associate I/C level Instructor Course.

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**Motion: To remove the Associate I/C level material from the I/C certification process. (Shapleigh/Palladino) Passed**

One Vision Document

Dwight to update the One Vision document to reflect the above changes and discuss next month. Also next month the committee will discuss required student teaching hours as of the I/C program.

✓ **All** - come prepared to discuss the latest draft of the One Vision document, and student teaching requirements.

EMT-P NSC

No new information to report.

✓ No action items necessary

The meeting adjourned at 11:15 AM.

**Next Education Committee Meeting: November, 2000 9:00 am - noon**